

DAY- _____ DATE - ____/____/____

SAFE COUNT

Report Store Operating Funds

Signature:		\$ Amount Entered:
------------	--	--------------------

Attach validated deposit slip/courier slip and deposit bag receipt to this sheet

DEPOSIT INFORMATION

*Deposit Witness confirms that co initials, completion time, deposit slip amount and sealed deposit bag # are accurately recorded in Deposit Prep section.

****Banking Witness confirms that the cc initials, date and time of cc departure to bank and sealed bag # are accurate and recorded in the Deposit to Bank section.**

PARTNER TILL AUDIT #1

PARTNER TILL AUDIT #2

PARTNER TILL AUDIT #3

PARTNER TIP DROP LOG

PARTNER TIP REMOVAL (weekly)

DM VERIFICATION

*Witness on tip drop removals must be the scheduled cash controller.

Cash Management Log**STORE COMMUNICATIONS**

DAY -

DATE -

REGISTER 1 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

REGISTER 1 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

REGISTER 2 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

REGISTER 2 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

REGISTER 3 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

REGISTER 3 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

REGISTER 4 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

REGISTER 4 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

Cash Management Log

DAY- _____ DATE - ____/____/____

SAFE COUNT

NAME	OPEN:		MID 1:		MID 2:		MID 3:		CLOSE:	
	START	END	START	END	START	END	START	END	START	END
SAFE COUNT										
TIME										
\$0.01										
\$0.05										
\$0.10										
\$0.25										
\$1.00										
\$2.00										
\$5.00										
\$10.00										
\$20.00										
OTHER \$'s										
Total Change Fund										
# Tills/Total \$										
# Till Drops										
Cust. Recov. Cert.										
P-Card	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N
# Tip Bags										
Comments:										

Report Store Operating Funds

Signature: _____

\$ Amount Entered: _____

*Attach validated deposit slip/courier slip and deposit bag receipt to this sheet***DEPOSIT INFORMATION**

Deposit Prep		Deposit to Bank	
Cash Controller		Taken By Cash Controller:	
Preparing Deposit:		Date to Bank:	
Start Time:		Time to Bank:	
Deposit Bag #:		Deposit Bag #:	
Deposit Witness:		Banking Witness:	
Deposit \$:		Bank Validated \$:	
Completion Time:		Bank Validation Time:	
Change Order \$:		Change \$ Received:	
Comments:		Comments:	

*Deposit Witness confirms that cc initials, completion time, deposit slip amount and sealed deposit bag # are accurately recorded in Deposit Prep section.

**Banking Witness confirms that the cc initials, date and time of cc departure to bank and sealed bag # are accurate and recorded in the Deposit to Bank section.

PARTNER TILL AUDIT #1

Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

PARTNER TILL AUDIT #2

Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

PARTNER TILL AUDIT #3

Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

PARTNER TIP DROP LOG

PARTNER #	INITIALS	DROP BAG #	WITNESS (mandatory)	TIME

DM VERIFICATION

DM Signature:	Date Reviewed:
Comments:	

PARTNER TIP REMOVAL (weekly)

PARTNER #	INITIALS	TIME
CC-WITNESS (mandatory)		
DROP BAG #S:		

*Witness on tip drop removals must be the scheduled cash controller.

Cash Management Log**STORE COMMUNICATIONS**

DAY -

DATE -

REGISTER 1 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

REGISTER 1 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

REGISTER 2 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

REGISTER 2 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

REGISTER 3 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

REGISTER 3 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

REGISTER 4 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

REGISTER 4 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

DAY- _____ DATE - ____/____/____

SAFE COUNT										
NAME	OPEN:		MID 1:		MID 2:		MID 3:		CLOSE:	
SAFE COUNT	START	END	START	END	START	END	START	END	START	END
TIME										
\$0.01										
\$0.05										
\$0.10										
\$0.25										
\$1.00										
\$2.00										
\$5.00										
\$10.00										
\$20.00										
OTHER \$'s										
Total Change Fund										
# Tills/Total \$										
# Till Drops										
Cust. Recov. Cert.										
P-Card	Y / N	Y / N	Y / N	Y / N	Y / N	Y / N	Y / N	Y / N	Y / N	Y / N
# Tip Bags										
Comments:										

Report Store Operating Funds	
Signature:	\$ Amount Entered:

DEPOSIT INFORMATION			
Depositor Info		Depositing Bank	
Cash Controller:		Taken By Cash Controller:	
Preparing Deposit:		Date to Bank:	
Start Time:		Time to Bank:	
Deposit Bag #:		Deposit Bag #:	
Deposit Amount:		Bank Order Wire #:	
Deposit \$:		Bank Validated \$:	
Completion Time:		Bank Validation Time:	
Change Order \$:		Change \$ Received:	
Comments:		Comments:	

****Banking Witness confirms that the cc initials, date and time of cc departure to bank and sealed bag # are accurate and recorded in the Deposit to Bank section.**

Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

[illegible]

DM Signature:	Date Reviewed:
Comments:	

PARTNER #:		INITIALS:	
CC WITNESS (mandatory):		TIME:	
DROP BAG #S:			

STAR MARSHALL0001350

Payroll Processing **must be completed by 2:00 p.m.** local time. If after processing payroll it is discovered that a partner is missing hours there are three different processes for compensation.

- Note: No Emergency Cash Advances using the Paid Out method or through the Partner Contact Center may be processed without prior authorization and approval from the district manager.**

[illegible]

TIME AND ATTENDANCE FORMS

PUNCH COMMUNICATION LOG

Use this log to indicate missed punches that require management approval to ensure that all partners are paid accurately for all hours worked. Use of this log is not a substitute for punching in and out in accordance with the Starbucks Time and Attendance Policy (see Partner Resources Manual for more details).

PROCEDURE:

1. The SM, ASM, or SS makes the actual written detailed entry into the log. The partner does not write the actual entry, but is responsible for initialing and approving the entry.
2. All entries in the log must be initialed and dated by the SM or ASM and the partner prior to processing payroll.
3. Shift Supervisors do not replace the SM or ASM as the signing authority on the *Punch Communication Log*.
4. Before processing payroll, compare the Audit Report and the Payroll Summary Report and make sure all punch edits have been added to the *Punch Communication Log* and approved by the partners. After payroll is processed, attach the Audit Report to the *Punch Communication Log*.
5. Keep the *Punch Communication Log* attached to your Daily Records Book. This form is required to be mailed with the DRB to Iron Mountain every six months for long term storage.

BORROWED PARTNER LOG

Use this log to capture partner and punch information for all borrowed partners.

PROCEDURE:

1. All borrowed partners must punch in/out on the POS or Manager's Workstation in order to be paid and included in the weekly tip distribution.
2. All borrowed partners must also sign in/out on this *Borrowed Partner Log* before they leave the store.
3. Keep the *Borrowed Partner Log* attached to your Daily Records Book. This form is required to be mailed with the DRB to Iron Mountain every six months for long term storage.

PAID TIME OFF LOG

Use this log to request paid time off such as vacations, jury duty, bereavement and personal days.

PROCEDURE:

1. All requested paid time off must be entered, initialed and dated in this log by the requesting partner BEFORE the SM or ASM processes payroll.
2. The SM or ASM must enter the paid time off into Time and Attendance prior to processing payroll. Do not send timecards for paid time off unless requested to do so by the Payroll department.
3. The SM or ASM who entered the paid time off in Time and Attendance must initial and date the original partner entry. Shift supervisors do not replace the SM or ASM as the signing authority.
4. Before processing payroll, compare the Payroll Summary Report with the *Paid Time Off Log*.
5. Keep the *Paid Time Off Log* attached to your Daily Records Book. This form is required to be mailed with the DRB to Iron Mountain every six months for long term storage.
6. Refer to the Partner Resources Manual for more details on the eligibility for paid time off.

PUNCH COMMUNICATION LOG

Week 5 — Nov 1 - 7

STORE #

11649

Use this log to indicate missed punches that require management approval to ensure that all partners are paid accurately for all hours worked. Use of this log is not a substitute for punching in and out in accordance with the Starbucks Time and Attendance Policy (see Partner Resources Manual for more details).

DATE	PARTNER NAME	PARTNER #	IN PUNCH	MEAL OUT	MEAL IN	OUT PUNCH	DETAILED DESCRIPTION	PARTNER INITIALS	DATE	MANAGER INITIALS	DATE ENTERED
11-1	KAREN VARELLAS	1116481	5:15				USING COMP.			SA	11/2
11-1	ELIZABETH SCOTT	1714040	1:00pm		12:26		"			SA	11/2
11-01	Kimberly Barnes	1530473	1:00pm				"			SA	11/2
11-01	L. Luciana	1361748		12:40						SA	11/2
11/01	Victoria Balbuena	1335742				1:30pm	"	KB	11/01	SA	11/2
11/2	Nathan Buchanan	1663475				10:30am	"	KB		SA	11/3
11/2	Kimberly Barnes	1300435		12:11			"	KB	11/02	SA	11/3
11/2	Victoria Balbuena	1335742			12:15p		no punch	KB		SA	11/3
11/2	Caleb Calder	1348204	3pm	11:50a	12:20p		no punch	KB		SA	11/3
11/2	Gracie Mitchell	1530473					"	KB		SA	11/3
11/03	NORVA BALBUENA	1335742		12:07pm	12:57pm		"	KB		SA	11/8
11/03	James Steele	1726334				10:5pm	"	KB		SA	11/8
11/3	Elizabeth Scott	1714040			1:06		TIME LOCK NOT WORKING	AN		SA	11/8
11/3	Traci Warfield	1629627	1:00pm				USING COMP	KB		SA	11/8
11/4	Kimberly Barnes	1300435	8:03 am			10:30am	"	KB		SA	11/8
11/4	Nathan Buchanan	1663473	5:00am				"	KB		SA	11/8
11/04	Ver Yana	1727482		11:34pm			USING COMP	KB	11/04	SA	11/8
11/04	NORVA BALBUENA	1335742			12:51pm		"	KB	11/04	SA	11/8
11/04	TROY SCOTT	1663473	1:00	1:30			using comp	TS		SA	11/8
11-04	KAREN VARELLAS	1714040	9:10am			1:34pm	scheduled for STBX EXP	K.V	11-04	SA	11/8
11-05	TROY SCOTT	1663473	10:10				using comp	KB		SA	11/8
11-05	Kimberly Barnes	1300435		12:48	1:18		Comp not working	KB		SA	11/8
11/5	Erin Quinn	191153	115p				deposit being done	KB	11/5	SA	11/8
11/5	Elizabeth Scott	1714040		1:27p	1:57pm		no punch	KB		SA	11/8
11/5	Traci Warfield	1629627				8:30p	no punch	KB		SA	11/8
11/06	Elizabeth Scott	1663473	9:40am				no punch	KB		SA	11/8

BORROWED PARTNER LOG

Use this log to capture partner and punch information for all borrowed partners. Borrowed partners should also punch in and out at the POS or MWS.

[illegible]

PAID TIME OFF LOG

Use this log to request paid time off such as vacation, jury duty, bereavement, and personal day. **NOTE:** Personal day pay is based on average hours worked per shift.

[illegible]

PUNCH COMMUNICATION LOG

Week 6 - Nov 8 - 14

STORE #

11649

Use this log to indicate missed punches that require management approval to ensure that all partners are paid accurately for all hours worked. Use of this log is not a substitute for punching in and out in accordance with the Starbucks Time and Attendance Policy (see Partner Resources Manual for more details).

DATE	PARTNER NAME	PARTNER #	IN PUNCH	MEAL OUT	MEAL IN	OUT PUNCH	DETAILED DESCRIPTION	PARTNER INITIALS	DATE	MANAGER INITIALS	DATE ENTERED
11/08/10	Nathan Burman	1603445	5:17pm		12:09p	10:32a	late -	NR	11/18/10	SA	11/9
11/08/10	Nicole Balbuena	1335249	12:27pm				no punches			SA	11/9
11/08/10	Erin Coe	1530473	12:27pm							SA	11/9
11/08/10	Kimberly Daniels	17200435				12:22	using comp	NR	11/28/10	SA	11/9
11/08/10	Lexandra Johnson	16093414	12 pm							SA	11/9
11/08/10	Ver Yacht	1727482				12:18	no punch	NR	11/08/10	SA	11/9
11/9	James Steele	1726334		1:30p	2 pm					SA	11/9
11/9	Kimberly Daniels	17200435			1:05p		no punch			SA	11/9
11/11	Nicole Balbuena	1335242		6p	12:57		Camp Block	NR	11-9-10	SA	11/15
11/13	"	"			6:30p		no punches			SA	11/15
11/13	"	"	4:30p				deleted double			SA	11/15
11/13	Nathan Buchanan	1663445				4:30p	m+g			SA	11/15
11/13	Caleb Calder	1398204	7:00a			6:50p	deleted double			SA	11/15
11/11	Latesha Ingram	"				10:34a	no punch			SA	11/15
11/11	"	"					"			SA	11/15
11/11	"	"			1:02p	12p	"			SA	11/15
11/12	"	"			2:23p		"			SA	11/15
11/10	Tony Scott	1687419				9:30p	"			SA	11/15
11/11	"	"	3:30p			6p	"			SA	11/15
11/9	Karen Keneas	1718481			11:44a		"			SA	11/15
11/9	Nicole Balbuena	1335242				8:30p	deleted double			SA	11/15

Week 7 — Nov 15 – 21

STORE #

11649

PUNCH COMMUNICATION LOG

Use this log to indicate missed punches that require management approval to ensure that all partners are paid accurately for all hours worked. Use of this log is not a substitute for punching in and out in accordance with the Starbucks Time and Attendance Policy (see Partner Resources Manual for more details).

DATE	PARTNER NAME	PARTNER #	IN PUNCH	VEAL OUT	VEAL IN	OUT PUNCH	DETAILED DESCRIPTION	PARTNER INITIALS	DATE	MANAGER INITIALS	DATE ENTERED
11/10/10	Stephanie	687777	12:40p	4:15	4:46	4:59		SE	11/13/10	SA	11/18
11/16/10	Stephanie	687777	12:20p			7:02		SE	11/16/10	SA	11/18
11/16/10	Giselle	1530473	12:22						11/16/10		
11/16/10	Stephanie Ballarona	1335242							11/16/10		
11/17/10	Stephanie Espinal	687777	9:30A	12:30p	12:30p	6:00p	coolant 150 comp	SE	11/17/10	SA	11/18
11/17/10	LEAH WARE	1629627	1008p	1:04p	1:30p		"	SA	11/17/10	SA	11/18
11/17/10	Yer Yang	1727482				3:00pm	"	SA	11/17/10	SA	11/18
11/17/10	Stephanie	1335242					practic	SA	11/17/10	SA	11/18
11/17/10	" "	1111	5a				"	SA	11/17/10	SA	11/18
11/18/10	Dathan Buchanan	1663449				10:30a	"	SA	11/18/10	SA	11/18
11/18/10	Giselle Mitchell	1530473			706p		"	SA	11/18/10	SA	11/18
11/18/10	Kimberly Samuels	1700435			12:47p		"	SA	11/18/10	SA	11/18
11/18/10	Troy Scott	1689419	2:57p				"	SA	11/18/10	SA	11/18
11/19/10	Kimberly Samuels	1700435	8:15 Am				Comp. Backed	SA	11/19/10	SA	11/22
11/19/10	L. Ingram	13161748	8:15 Am			5:15pm	"	SA	11/19/10	SA	11/22
11/19/10	Bethany Johnson	1609344		6:15pm	6:45pm		Comp frozen	SA	11/19/10	SA	11/22
11/19/10	Norika Ballarona	1335242		6:30	7p		no punch	SA	11/19/10	SA	11/22
11/19/10	Giselle Mitchell	1530473		6:30	7p		"	SA	11/19/10	SA	11/22
11/19/10	Elizabeth Dreyx	1714040				4pm	"	SA	11/19/10	SA	11/22
11/19/10	Troy Scott	1689419				12:30p	no punch	SA	11/19/10	SA	11/22
11/19/10	" "	1111				4p	"	SA	11/19/10	SA	11/22

Week 7 — Nov 15 - 21

Use this log to capture partner and punch information for all borrowed partners. Borrowed partners should also punch in and out at the POS or MWS.

[illegible]

PAID TIME OFF LOG

Use this log to request paid time off such as vacation, jury duty, bereavement, and personal day.

[illegible]

PUNCH COMMUNICATION LOG

Week 8 — Nov 22 - 28

STORE #

Use this log to indicate missed punches that require management approval to ensure that all partners are paid accurately for all hours worked. Use of this log is not a substitute for punching in and out in accordance with the Starbucks Time and Attendance Policy (see Partner Resources Manual for more details).

DATE	PARTNER NAME	PARTNER #	IN PUNCH	MEAL OUT	MEAL IN	OUT PUNCH	DETAILED DESCRIPTION	PARTNER INITIALS	DATE	MANAGER INITIALS	DATE ENTERED
11/22/10	Lorasha Thavorn		8:30a				no punch				11/23
11/22/10	Troy Scott	1689419	12:30p	3:35p	4:35p		no punch				11/23
11/22/10	Kimberly Samuel	1700435	1:15pm	12:35p	1pm		" "				11/23
11/22/10	Max Wong	1727482	1:15pm		12:30p		" "				11/23
11/22/10	Max Wong	1530413	1:15pm				" "				11/23
11/22/10	Elizabeth Saint Hwy	1714040	7:38am			4:05pm	Chop. Branded				11/23
11/23/10	Kimberly Samuel	1700435	1:17pm	6p	12:06p		no punch				11/23
11/23/10	Guselle M. Lopez	1530413	1:17pm	6p	6:50p		" "				11/23
11/23/10	Lorasha Thavorn	1361741	1:15pm	1:30p	2p		Comp used				11/29
11/23	Bethany Johnson	1608344	1:15pm	11:09p		1:21	no punch				11/29
11/23	Karen Vanegas	1718481	4:58a	11:50a			Shift was late				11/29
11/23	Karen Vanegas	1718481	4:58a	11:50a			Computer used				11/29
11/24	Roxana Balbano	1335242	12:45		12:20pm		no punch				11/29
11/24	Guselle M. Lopez	1530413	12:45		6:50p	130p	no punch				11/29
11/23	Nora Balbano	1335242	5:24a				deleted double				11/29
11/23	Nathan Buchanan	1063445				12p	no punch				11/29
11/23	Elizabeth St Pierre	1714040				130p	" "				11/29
11/23	Troy Scott	1689419	5a				" "				11/29
11/24	Karen Vanegas	1718481									11/29

Week 8 — Nov 22 – 28

PAID TIME OFF LOG

Use this log to request paid time off such as vacation, jury duty, bereavement, and personal day. **NOTE:** Personal day pay is based on average hours worked per shift.

STAR_MARSHALL0001360

1. Identify the correct Support Group for your issue
2. Please log all calls with the appropriate information

[illegible]

P-CARD POLICIES: COMPLIANCE = 100% COMPLETION**P-card Policy**

The Store P-card is a Starbucks backed charge card used to purchase business critical items at a retail merchant that is essential to store operations.

See P-card section in the *POS Register Resource Manual* under the Management Functions tab.

P-card Standard

- The P-card is to be kept in the change bank compartment of the safe.
- The P-card can be used by any store partner as directed by the cash controller on duty.
- With the exception of office and bar supplies, district manager approval is required for all P-card purchases that exceed \$20.00.
- The P-card must be used when placing an office supply order with Staples by phone, online or making an in-store purchase.

All Partners – P-card Procedures

- The P-card must be removed from the safe by the scheduled cash controller.
- **Record** to whom and why the P-card is being given under "Comments" on the Safe Count section of the Store Management page in the Daily Records Book.
- After completing a P-card purchase, complete the *P-card/Paid Out Log* and file the receipt in the P-card/Paid Out envelope. Please print legibly and in pen.
- Leave all P-card receipts in the envelope. Do not send into Sales Audit.
- Return the P-card to the scheduled cash controller on duty; to be placed back in the safe immediately.
- **Record** that the P-card has been replaced and by whom under "Comments" on the Safe Count section of the Store Management page in the Daily Records Book.

Note: Charges at specific store types (e.g. grocery stores) will be classified to those specific accounts on the P&L (e.g. Dairy Variance). Some merchants (e.g. personal services) are blocked and purchases will be declined at these locations.

Contact the Store P-card Administrator at 1-888-796-5282, option 8, ext. 20631-86896 or email spcardadm@starbucks.com for declined, lost and stolen cards or when a temporary limit increase to cards is requested.

PAID OUT/PAID IN POLICIES: COMPLIANCE = 100% COMPLETION**Paid Out/Paid In Policies**

Paid Outs are for business critical exceptions where p-cards are not accepted. Emergency payroll Paid Outs should be entered on the *Emergency Wage Advance Log* after receiving a case number from the Partner Contact Center (PCC). See Paid Out and Paid In sections in the *POS Register Resource Manual* under the Management Functions tab.

All Partners – Paid Out/Paid In Procedures

- With the exception of bar supplies, obtain district manager approval for all purchases over \$20.00.
- After completing the paid out/in at the POS, complete the *P-card/Paid Out Log* and file the receipt and the paid out/in register slip in the P-card/Paid Out Envelope. Please print legibly and in pen.
- Leave all Paid Out/Paid In receipts in the envelope. Do not send into Sales Audit.

P-CARD AND PAID OUT/PAID IN MANAGEMENT POLICIES: COMPLIANCE = 100% COMPLETION**Cash Controllers – Safe Count Policies**

The safe count must include accurate physical counts of all items in the safe, including the store P-card.

Managers – Weekly Reconciliation

Weekly, the store manager should reconcile the P-card and Paid Out/Paid In Log with the Cash Management Report. This report is located in the Store Web Reports on the MWS.

District Manager and Manager – Monthly Reconciliation

Monthly, the store manager and district manager should review, reconcile and approve the monthly total of P-card and Paid Out/Paid In transactions.

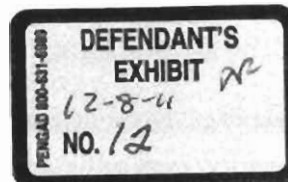
All Partners – ACCOUNTABILITY AND DUTY TO REPORT

Failure to comply with cash management policy endangers partner safety. Acts in violation or omissions of policy are grounds for disciplinary action up to and including termination. Uncorrected or continuing violations must be reported to management, your local Partner Resources generalist or the Business Conduct Helpline at 800/611-7792.

P-CARD / PAID OUTS

STORE NUMBER

11649



OUR STARBUCKS MISSION

To inspire and nurture the human spirit—
one person, one cup, and one neighborhood at a time.

Here are the principles of how we live that every day:

Our Coffee

It has always been, and will always be, about quality.
We're passionate about ethically sourcing the finest coffee beans,
roasting them with great care,
and improving the lives of people who grow them.
We care deeply about all of this; our work is never done.

Our Partners

We're called partners, because it's not just a job, it's our passion.
Together, we embrace diversity to create a place where each of us can be ourselves.
We always treat each other with respect and dignity.
And we hold each other to that standard.

Our Customers

When we are fully engaged,
we connect with, laugh with, and uplift the lives of our customers—
even if just for a few moments.
Sure, it starts with the promise of a perfectly made beverage, but our work goes far beyond that.
It's really about human connection.

Our Stores

When our customers feel this sense of belonging,
our stores become a haven, a break from the worries outside, a place where you can meet with friends.
It's about enjoyment at the speed of life—sometimes slow and savored, sometimes faster.
Always full of humanity.

Our Neighborhood

Every store is part of a community, and we take our responsibility to be good neighbors seriously.
We want to be invited in wherever we do business. We can be a force for positive action—
bringing together our partners, customers, and the community to contribute every day.
Now we see that our responsibility—and our potential for good—is even larger.
The world is looking to Starbucks to set the new standard, yet again. We will lead.

Our Shareholders

We know that as we deliver in each of these areas, we enjoy the kind
of success that rewards our shareholders. We are fully accountable to get each of these
elements right so that Starbucks—and everyone it touches—can endure and thrive.

Onward.



*Card help line
scardadmebut.net*

HELPLINE AND EMAIL REFERENCE GUIDE

STORE OPERATIONS		
Accounts Payable	APCustomerCare@starbucks.com (888) 796-5282 ext. 20631-84307	Questions regarding invoices and payment status
Enterprise Help Desk (EHD)	(888) 796-5282 ext. 1	All POS/MWS computer system related issues, IT hardware, software, network, telephone
Entertainment Support Desk (ESD)	(888) 796-5282 ext. 1	For 32" LCD screen, Black Box, "Now Playing" equipment stores
Facility Contact Center (FCC)	(877) 728-9349	Brewing, grinding, Alarm System, Safe, Drive Thru headsets, and building facility issues (i.e. roof leaks, parking lot, landscaping)
Inventory	retinv@starbucks.net (888) 796-5282 ext. 20631-88441	Questions regarding cycle counts, coffee counts, full inventories and P&L inventory adjustments
Licenses and Permits	(888) 796-5282 ext. 20631-88705	Questions regarding licenses or permits
Play Network Customer Service	(888) 567-PLAY	Order CDs if necessary for overhead play
Promo/Operations Hotline	(888) 796-5282 ext. 50000-51184 option 3	Requests for promotional materials (Workbook, Siren's Eye, training materials, job aids), Daily Records Books and Duty Roster Notebooks. Questions regarding Siren's Eye, operational issues, products, beverages, or Hear Music.
Purolator Shipping Labels	(800) 326-4963 ext. 4240 (CN)	Order preprinted shipping labels for mailpack to the SSC (CN)
Retail Accounting	RetAcct@starbucks.net	Questions regarding P&L
Sales Audit	SalesAudit@starbucks.net	Questions regarding banking issues and overs/shorts
Sales Reporting Hotline	(888) 796-5282 Ext. 20631-87400	For questions from a landlord or mall office representative requesting store sales information
Signage	Preferred: signage@starbucks.com Back up: (888) 796-5282 ext. 20631-84782	Requests for promotional signage, Drive thru and interior menu inserts, pastry signage, non-SKU'd core signage and POS transaction policy stickers
Starbucks North America Voicemail (SNA VM)	(888) 729-5656	Field and support partner access
EMERGENCIES AND SECURITY		
Emergency Communications	(800) 923-BEAN [2326] ext. 2	Message board used for unexpected emergencies and information
Global Security Operations Center - GSOC	(888) 796-5282 ext. 85400	Report non-emergency and emergency security incidents
Risk Management/Quality Assurance	(888) 796-5282 ext. 3	Report damage to store property, work-related injuries, and customer incidents
Product Quality Hotline	(888) 796-5282 ext. 3, option 3	Report specific product quality issues
PAYROLL AND PARTNER RESOURCES		
Canadian Benefits Centre	(866) 821-7913	To enroll or review your Benefit selections and RRSP contribution
Employee Assistance Program	(800) 327-5564 (U.S.) (800) 268-5211 (CN)	For assistance with personal issues and services to help balance work and life
Partner Contact Center (PCC)	(866) 504-7368	Questions regarding pay- related issues, reporting partner injuries, benefit inquiries and direct deposit assistance Canada only - contact for personal information and direct deposit changes
US Benefits Center	(877) SBUX-BEN [7289-236]	To enroll, review elections, and make changes to Benefits
Partner Self Service/My Partner Info	Store Portal	View/update personal information including direct deposit, sick/vacation time, address, emergency contact, W-4
CORPORATE COMPLIANCE		
Business-Conduct Helpline	(800) 611-7792 (866) 614-0760 – French-speaking partners	One of several ways that partners may ask questions or report concerns regarding Business Code of Conduct

The following is the only information that may be provided to customers.

CUSTOMER SERVICE		
Customer Relations	(800) 23-LATTE [52883]	Store locations, donation requests, customer comments and questions, and equipment returns
Investor Relations	(888) 796-5282 20631-87118	Starbucks stock information.
Media Relations	(206) 318-7100	Starbucks media inquiries
Starbucks Internet website	Starbucks.com	Company information, Starbucks Card, nutritional information, job postings, etc.
Starbucks Card	(800) 782-7282	Questions regarding Starbucks Card

DAILY RECORDS BOOK

Use of the Daily Records Book (DRB)

This monthly book is used to record daily store information and is divided into weekly tabs for quick reference.

Retention and Destruction

For security and legal compliance, the Daily Records Book must remain in store for six months and then be returned for long-term storage and destruction. Every six months you will receive communication requiring all DRBs older than six months to be boxed up and returned using an online return or pre-addressed mailing label. This ensures retention of legally required payroll documents that are included in the DRB.

Calendar

The Daily Records Book contains the Fiscal Year Calendar to use for planning and recording store events.

Checklists and Logs

- **Paid Out Log** is a monthly log located behind the Paid Out tab and is designed to ensure all paid outs are recorded and approved. This log should be reconciled weekly by the store manager.
- **Emergency Wage Advance Log** is a monthly log designed to record all emergency wage paid outs.
- **Store Repair and Maintenance Tracking Log** is a monthly log located in the front of the DRB and is designed to track calls made to the Enterprise Help Desk, Facility and Service Desk and the Facility Contact Center.
- **Punch Communication Log, Borrowed Partner Log, and Paid Time Off Log** are located at the end of the book under the Time and Attendance tab. Use these logs to record key time and attendance information using the policies and procedures on the Time and Attendance tab.

Weekly Tabs

The following information is included in each Weekly Tab section:

- **Store Partner Pages:** a flexible tool to capture store information in one easy-to-reference place.
 - *Store Communication* ~ communicate voicemail, email and barista need-to-know information for all store partners.
 - *Partner Till Drop Log* ~ all partners with assigned tills must complete this section using the policies and procedures behind each Weekly tab.
 - *Safe Count, Change Bank Reconciliation, Deposit, and Partner Till Audit* ~ for details refer to the policies and procedures behind each Weekly tab.
 - *Partner Tip Drop Log* ~ use this log to track all tip bags dropped into the safe on a daily basis.
 - *Partner Tip Drop Removal* ~ use this space to track tip bags being removed from the store safe on a weekly basis.

Miscellaneous

- **Sales Audit Envelope** ~ for credit card slips, refunds, voids and gift certificates.
- **P-Card/Paid Out Envelope** ~ for all P-Card, Paid In and Paid Out receipts.

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The materials in this book should not be reproduced and should not be used by anyone
other than an authorized Starbucks partner.
Keep book secured when not in use.



FISCAL YEAR 2011

OCTOBER, PERIOD 1—FY '11

10/4/10-10/31/10

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
week 1	4	5	6	7	8	9	10
week 2	11	12	13	14	15	16	17
week 3	18	19	20	21	22	23	24
week 4	25	26	27	28	29	30	31

APRIL, PERIOD 7—FY '11

4/4/11-5/1/11

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
week 27	4	5	6	7	8	9	10
week 28	11	12	13	14	15	16	17
week 29	18	19	20	21	22	23	24
week 30	25	26	27	28	29	30	1

NOVEMBER, PERIOD 2—FY '11

11/1/10-11/28/10

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
week 5	1	2	3	4	5	6	7
week 6	8	9	10	11	12	13	14
week 7	15	16	17	18	19	20	21
week 8	22	23	24	25	26	27	28

MAY, PERIOD 8—FY '11

5/2/11-5/29/11

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
week 31	2	3	4	5	6	7	8
week 32	9	10	11	12	13	14	15
week 33	16	17	18	19	20	21	22
week 34	23	24	25	26	27	28	29

DECEMBER, PERIOD 3—FY '11

11/29/10-1/2/11

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
week 9	29	30	1	2	3	4	5
week 10	6	7	8	9	10	11	12
week 11	13	14	15	16	17	18	19
week 12	20	21	22	23	24	25	26
week 13	27	28	29	30	31	1	2

JUNE, PERIOD 9—FY '11

5/30/11-7/3/11

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
week 35	30	31	1	2	3	4	5
week 36	6	7	8	9	10	11	12
week 37	13	14	15	16	17	18	19
week 38	20	21	22	23	24	25	26
week 39	27	28	29	30	1	2	3

JANUARY, PERIOD 4—FY '11

1/3/11-1/30/11

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
week 14	3	4	5	6	7	8	9
week 15	10	11	12	13	14	15	16
week 16	17	18	19	20	21	22	23
week 17	24	25	26	27	28	29	30

JULY, PERIOD 10—FY '11

7/4/11-7/31/11

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
week 40	4	5	6	7	8	9	10
week 41	11	12	13	14	15	16	17
week 42	18	19	20	21	22	23	24
week 43	25	26	27	28	29	30	31

FEBRUARY, PERIOD 5—FY '11

1/31/11-2/27/11

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
week 18	31	1	2	3	4	5	6
week 19	7	8	9	10	11	12	13
week 20	14	15	16	17	18	19	20
week 21	21	22	23	24	25	26	27

AUGUST, PERIOD 11—FY '11

8/1/11-8/28/11

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
week 44	1	2	3	4	5	6	7
week 45	8	9	10	11	12	13	14
week 46	15	16	17	18	19	20	21
week 47	22	23	24	25	26	27	28

MARCH, PERIOD 6—FY '11

2/28/11-4/3/11

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
week 22	28	1	2	3	4	5	6
week 23	7	8	9	10	11	12	13
week 24	14	15	16	17	18	19	20
week 25	21	22	23	24	25	26	27
week 26	28	29	30	31	1	2	3

SEPTEMBER, PERIOD 12—FY '11

8/29/11-10/2/11

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
week 48	29	30	31	1	2	3	4
week 49	5	6	7	8	9	10	11
week 50	12	13	14	15	16	17	18
week 51	19	20	21	22	23	24	25
week 52	26	27	28	29	30	1	2

Cash Management Log Policies, Standards & Procedures

The Cash Management Log must be completed each day. Print legibly and complete in pen.
Store operating funds and tip funds must be secured at all times.

Till Drop Procedure (Cash Controller):

1. Record register partner's name, Register ID (#, Top/Bottom), date and CC initials on till drop bag.
2. Place funds from drop box, sales media from POS drawer and Closing Register Receipt in till drop bag. Seal till drop bag.
3. Record register partner name, entire till drop bag #, CC initials and time on the matching Register ID section of the Till Drop Log.
4. Secure till drop bag in inner compartment of safe, behind door 2.

Final Use Till Count Procedure (Cash Controller):

1. Remove till, sales media from POS drawer, funds from drop box and Closing Register Receipt.
2. Count down combined funds from till and drop box using cash scale in cash calculator mode.
3. Remove funds in excess of opening fund amount, leaving opening fund amount in till.
4. Follow Till Drop Procedure to secure excess funds, sales media and closing register receipt.
5. Secure till with verified opening fund in POS drawer or safe.

Safe Count Procedure (Cash Controller):

The safe must not be left open and unattended.

The safe must not be opened or the time delay set during the first 30 minutes and the last 30 minutes of customer operations.

Only the Cash Controller may set and access the safe.

Complete and record an accurate physical "start" count when accepting the cash controller keys and an "end" count when passing the cash controller keys to the next cash controller or counting out at the end of day.

1. Record CC initials and start or end count time on the Safe Count Log.
2. Count and record change fund amount, opening till fund amounts, # of till drops, # of Customer Recovery certificates, PCard, and # of tip drops.

NOTE: Lock Out Period Safes: When completing a safe count during the Lockout Period (3pm-8am) record "N/A" or "Locked Out" in the number of till and tip drop section of the safe count. All safe counts occurring outside of the lockout period (8am-3pm) must include an actual physical count of all till and tip drop bags.

Deposit Log (Cash Controller):

NOTE: Procedures for preparing the deposit and transporting the deposit to the bank are located in the Store Operations manual section 4 Cash Control.

The deposit must be prepared and transported to the bank every day.

The deposit must be prepared after 8am and must be transported to the bank by 3pm.

The deposit must be taken inside the bank for processing if the bank is open. The weekend depository box must only be used if the bank is closed.

Deposit Prep Section Procedure:

1. Record the start time and CC initials in the Deposit Prep section on the date the deposit is processed.
2. Record deposit \$, deposit bag # and completion time.
3. Deposit Witness records their initials after confirming that the CC initials, completion time, deposit slip amount and sealed deposit bag # are accurately recorded in the Deposit Prep section.
4. Secure sealed deposit bag in inner compartment of safe, behind door 2, if not immediately transported to bank.

Deposit to Bank Section Procedure:

1. Record CC name taking deposit to bank, date to bank, time to bank and deposit bag # in the Deposit to Bank section on the date the deposit is processed.
2. Banking Witness records their initials after confirming that the CC initials, date and time of the CC departure to bank and sealed bag # are accurate and recorded in the Deposit to Bank section.
3. Record validated deposit amount and validated time on Deposit to Bank section and attach validated deposit slip after returning from the bank or when the deposit slip has been retrieved for deposits made through the weekend depository.

Till Audit Procedure (Store Manager):

A minimum of two random till audits must be performed each week.

1. Follow steps 1-4 of Final Use Till Count.
2. Record SM name, date, register partner's name and Register ID on Partner Till Audit Log. Over/short will be recorded when deposit is prepared.
3. Secure till with verified opening fund in POS drawer or safe.
4. Ensure over/short is recorded after deposit is prepared on following day.

Report Store Operating Funds Procedure (Store Manager):

The Store Operating Funds (change bank and till bank) must be physically verified and updated on the MWS each week.

1. From the MWS select "Manager Menu", "Daily Bookkeeping Menu", "Report Store Operating Funds"
2. F1 - to Count Change/Till Bank Funds. Enter the amount of money actually in the Change and Till Bank in the two fields "Total Change Bank" and "Total Assigned/Unassigned Tills". Record the total on the Cash Management Log under "Report Store Operating Funds" and sign off.
3. Upon completion of entering the funds amounts press "F1" to Save and then "F7" to Quit.

Tip Drop Procedure (all partners):

Tip funds must be secured at all times.

1. Remove tip funds from plexi, place funds in a tip drop bag and seal tip drop bag.
2. Record date on tip drop bag.
3. Record partner #, initials, and entire tip drop bag # on the Tip Drop Log.
4. Secure tip drop bag in inner compartment of safe, behind door 2.
5. Witness records their initials and time after verifying the tips have been secured in the safe.

Tip Drop Removal Procedure

1. Remove tip drop bags from inner compartment of safe (cash controller).
2. Record entire tip drop bag # for each tip drop bag on Partner Tip Removal Log.
3. Record CC initials as Witness and time.
4. Transfer tip drop bags to partner processing tips.
5. Partner receiving tip drop bags records partner # and initials after verifying tip drop bag #'s.

Accountability and Duty to Report

Failure to comply with cash management log policy endangers partner safety. Acts in violation or omissions of policy are grounds for disciplinary action up to and including termination. Uncorrected or continuing violations must be reported to management, your local Partner Resources generalist or the Standards of Business Conduct Helpline at 800/611-7792 (866/614-0760 for French-speaking partners).

Cash Management Log

STORE COMMUNICATIONS

DAY - Monday DATE - 11/29/10

Ver - \$9.58
 Giselle - \$4.07
 Tracy - \$1.57
 Total - \$14.70

REGISTER 1 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Ybr	59441959	T.J.	3:05pm
Tracy	59441947	T.J.	8:43pm

REGISTER 1 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Lataha	59441981	T.J.	8:43pm

REGISTER 2 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Nathan	59441877	T.J.	11 AM
Liz	59441945	T.J.	4:40pm
Tracy	59441973	T.J.	8:43pm

REGISTER 2 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Giselle	59441981	T.J.	1:30p

REGISTER 3 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

REGISTER 3 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

REGISTER 4 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

REGISTER 4 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

CHASE

CHASE

CHASE

CHASE

EO

Special benefits for Chase checking customers! Take advantage of exclusive offers on many Chase products. To learn more visit chase.com/exclusives or talk to a banker today!

My Transaction Summary

Transaction #130	
Account Number Ending In:	0515
Checking Deposit	\$2,172.04
Cash Amount	\$2,172.04

Further review may result in delayed availability of this deposit

JPMorgan Chase Bank, N.A.
Hudson Street, Branch 000243
1-800-935-9935
Member FDIC, Equal Housing Lender
Please keep your receipt
11/30/2010 14:45

Business Date 11/30/2010
Session #47

Thank you - Milay
Cashbox #04

TransSource

DATE 11/29/10

DEPOSIT TICKET

	DOLLARS	CENTS
CURRENCY	21	13
COIN		04
CHECKS LIST EACH SEPARATELY		
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		

STARBUCKS COFFEE COMPANY
STORE #11649
345 HUDSON ST

JPMORGAN CHASE BANK

DEPOSIT PREPARED BY [Signature]

DEPOSIT VERIFIED BY [Signature]

PRINT NAME [Signature]

DEPOSIT BAG 12760306

TOTAL 21 13

PLACEMENT NUMBER

11649 15602010821

27170515

11/29/10

DEPOSIT TICKET

TranSource

11/29/10

DATE

DEPOSIT TICKET

CURRENCY \$11.15

CDN

CHECKS

STARBUCKS COFFEE COMPANY
STORE #1141
10580 2040 10580

DEPOSIT AMOUNT

DEPOSIT TYPE

DEPOSIT NAME

DEPOSIT AGE

TOTAL

DEPOSIT TICKET

Cash Management Log

DAY- MondayDATE - 11/29/10

SAFE COUNT

SAFE COUNT

NAME	OPEN: <u>6:50/10</u>		MID 1:		MID 2:		MID 3:		CLOSE: <u>Tanner</u>	
SAFE COUNT	START	END	START	END	START	END	START	END	START	END
TIME	<u>6AM</u>	<u>1PM</u>							<u>3pm</u>	<u>8:42pm</u>
\$0.01	<u>20.50</u>	<u>19.50</u>							<u>37</u>	<u>28</u>
\$0.05	<u>38</u>	<u>36</u>							<u>18</u>	<u>13</u>
\$0.10	<u>145</u>	<u>120</u>							<u>24</u>	<u>20</u>
\$0.25	<u>330</u>	<u>280</u>							<u>28</u>	<u>21</u>
\$1.00	<u>282</u>	<u>260</u>							<u>261</u>	<u>290</u>
\$2.00	<u>0</u>	<u>0</u>							<u>0</u>	<u>0</u>
\$5.00	<u>865</u>	<u>585</u>							<u>85</u>	<u>27</u>
\$10.00	<u>0</u>	<u>20</u>							<u>2</u>	<u>5</u>
\$20.00	<u>120</u>	<u>480</u>							<u>32</u>	<u>49</u>
OTHER \$'s	<u>0</u>	<u>0</u>							<u>0</u>	<u>P</u>
Total Change Fund	<u>1800.50</u>	<u>1800.50</u>							<u>1800.50</u>	<u>1800.50</u>
# Tills/Total \$	<u>40250</u>	<u>Active</u>							<u>Active</u>	<u>40250</u>
# Till Drops	<u>513</u>	<u>18</u>							<u>TL</u>	<u>TL</u>
Cust. Recov. Cert.	<u>19</u>	<u>19</u>							<u>TL</u>	<u>TL</u>
P-Card	<u>0</u>	<u>0</u>	<u>Y/N</u>	<u>Y/N</u>	<u>Y/N</u>	<u>Y/N</u>	<u>Y/N</u>	<u>Y/N</u>	<u>Y/N</u>	<u>Y/N</u>
# Tip Bags	<u>110</u>	<u>66</u>							<u>TL</u>	<u>TL</u>
Comments:										

Report Store Operating Funds

Signature: /\$ Amount Entered:

Attach validated deposit slip/courier slip and deposit bag receipt to this sheet

DEPOSIT INFORMATION

Deposit Prep		Deposit to Bank	
Cash Controller: <u>TS</u>	Taken By Cash Controller: <u>TS</u>	Date to Bank: <u>11/30</u>	Time to Bank: <u>3:30p</u>
Preparing Deposit: <u>TS</u>	Deposit Bag #: <u>127663062</u>	Bank Validated \$: <u>2172.04</u>	Bank Validation Time: <u>3:45p</u>
Start Time: <u>3pm</u>	Banking Witness: <u>TS</u>	Change \$ Received: <u>0</u>	Comments: <u>Short (\$1)</u>
Deposit \$: <u>2173.04</u>	Comments:		
Completion Time: <u>3:15p</u>			
Change Order #: <u>0</u>			

*Deposit Witness confirms that cc initials, completion time, deposit slip amount and sealed deposit bag # are accurately recorded in Deposit Prep section.

*Banking Witness confirms that the cc initials, date and time of cc departure to bank and sealed bag # are accurate and recorded in the Deposit to Bank section.

PARTNER TILL AUDIT #1

Store Manager:	
Date:	
Partner Name:	
Register ID:	
Over/Short \$:	
Comments:	

PARTNER TILL AUDIT #2

Store Manager:	
Date:	
Partner Name:	
Register ID:	
Over/Short \$:	
Comments:	

PARTNER TILL AUDIT #3

Store Manager:	
Date:	
Partner Name:	
Register ID:	
Over/Short \$:	
Comments:	

PARTNER TIP DROP LOG

PARTNER #	INITIALS:	DROP BAG #:	WITNESS (mandatory):	TIME:
<u>1689419</u>	<u>TS</u>	<u>34131838</u>	<u>TS</u>	<u>8:40am</u>
<u>1689419</u>	<u>TS</u>	<u>34131837</u>	<u>TS</u>	<u>8:40am</u>

PARTNER TIP REMOVAL (weekly)

PARTNER #:		INITIALS:	
CC WITNESS (mandatory):		TIME:	
DROP BAG #S:			

*Witness on tip drop removals must be the scheduled cash controller.

DM VERIFICATION

DM Signature:	Date Reviewed:
Comments:	

Cash Management Log

STORE COMMUNICATIONS

DAY - ~~Monday~~ Tuesday DATE - 11/30.. You are running really low on
fives;.. Gotta cut your mills, don't think how left
put everything

Have a good open !!

Karen (-10.67)

T.O/S (-9.80)

REGISTER 1 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Beth	59441987	2	730

REGISTER 1 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Karen	59441915	2	912

REGISTER 2 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Dan	59441979	2	1000A
Troy	59441975	2	

REGISTER 2 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Serenity	59441971	2	455

REGISTER 3 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

REGISTER 3 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

REGISTER 4 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME


REGISTER 4 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

DATE _____

DEPOSIT TICKET

 **STARBUCKS COFFEE COMPANY**
STORE #11649
345 HUDSON ST

JPMORGAN CHASE BANK

11649 15802010221 777705151

CURRENCY		DOLLARS	CENTS
2989			
COIN			29
CHECKS LIST EACH SEPARATELY			
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			

DEPOSIT PREPARED BY *[Signature]*

DEPOSIT VERIFIED BY *NIA*

PRINT NAME *Serenity*

DEPOSIT BAG # *127602920*

TOTAL *2989* *29*

PLEASE BE SURE ALL ITEMS ARE PROPERLY ENDORSED

DEPOSIT TICKET

TO REORDER
CALL 1-888-750-4545
AND REFERENCE
ORDER #ZYBY1304

TOTAL ITEMS *7*

THIS TICKET IS NOT VALID FOR THE PURCHASE OF STARBUCKS COFFEE OR OTHER PRODUCTS. IT IS ONLY VALID FOR THE PURCHASE OF STARBUCKS COFFEE OR OTHER PRODUCTS AT THE STORE WHERE IT WAS ISSUED. IT IS NOT VALID FOR THE PURCHASE OF STARBUCKS COFFEE OR OTHER PRODUCTS AT ANY OTHER STORE. IT IS NOT VALID FOR THE PURCHASE OF STARBUCKS COFFEE OR OTHER PRODUCTS AT ANY OTHER STORE. IT IS NOT VALID FOR THE PURCHASE OF STARBUCKS COFFEE OR OTHER PRODUCTS AT ANY OTHER STORE.

DEPOSIT TICKET

11649 15802010221 777705151

My Transaction Summary

Thank you - CANDIS
Cashbox #05

INTRODUCING
CHASEEXCLUSIVESSM

**BETTER
RATES**

**MORE
REWARDS**

**BIGGER
DISCOUNTS**

SPECIAL BENEFITS JUST FOR BEING A
CHASE CHECKING CUSTOMER

TALK TO A BANKER TODAY OR
VISIT CHASE.COM/EXCLUSIVES

Restrictions and limitations apply
JPMorgan Chase Bank, N.A. Member FDIC.

INTRODUCING
CHASEEXCLUSIVESSM

**BETTER
RATES**

**MORE
REWARDS**

**BIGGER
DISCOUNTS**

My Transaction Summary

Further review may result in delayed
availability of this deposit

Business Date 11/01/2010
Session #81

Thank you - Lakeisha
Cashbox #02

**MORE
REWARDS**

**BIGGER
DISCOUNTS**

SPECIAL BENEFITS JUST FOR BEING A

CHASE CHECKING CUSTOMER

TALK TO A BANKER TODAY OR

VISIT CHASE.COM/EXCLUSIVES

Restrictions and limitations apply

JPMorgan Chase Bank, N.A. Member FDIC.

INTRODUCING

CHASEEXCLUSIVESSM

**BETTER
RATES**

**MORE
REWARDS**

**BIGGER
DISCOUNTS**

SPECIAL BENEFITS JUST FOR BEING A

CHASE CHECKING CUSTOMER

TALK TO A BANKER TODAY OR

VISIT CHASE.COM/EXCLUSIVES

Restrictions and limitations apply

JPMorgan Chase Bank, N.A. Member FDIC.

INTRODUCING

DATE _____

DEPOSIT TICKET

CURRENCY	DOLLARS	CENTS
2989		
COIN		29
CHECKS LIST EACH SEPARATELY		
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		

DEPOSIT PREPARED BY *[Signature]*

DEPOSIT VERIFIED BY *N/A*

PRINT NAME *Serenity*

DEPOSIT BAG # *127602920*

TOTAL *2989.29*

PLEASE BE SURE ALL ITEMS ARE PROPERLY ENDORSED.

DEPOSIT TICKET

TO REORDER
CALL 1-888-750-4343
AND REFERENCE
ORDER #ZYBY1304

TOTAL ITEMS *7*

CHICKS AND OTHER ITEMS ARE NOT TO BE RETURNED TO THE BANK. IF YOU HAVE ANY QUESTIONS, PLEASE CALL 1-888-750-4343. ALL ITEMS MUST BE RETURNED WITHIN 30 DAYS OF THE DATE OF DEPOSIT.

STARBUCKS COFFEE COMPANY
STORE #11649
345 HUDSON ST

JPMORGAN CHASE BANK

11649 15602010221 777170515

\$ 2989.29

TranSource®

7/1/10

DATE _____

DEPOSIT TICKET

CURRENCY		DOLLARS	CENTS
		2814	
COIN			77
CHECKS LIST EACH SEPARATELY			
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			

DEPOSIT PREPARED BY *SK*

DEPOSIT VERIFIED BY *NHA*

PRINT NAME *Seventy*

DEPOSIT BAG # *127603109*

TOTAL 2814 77

PLEASE BE SURE ALL ITEMS ARE PROPERLY ENCLOSED.

DEPOSIT TICKET

TO REORDER
CALL 1-888-750-4345
AND REFERENCE
ORDER #ZYBY1304

TOTAL
ITEMS *77*

CHECKS AND OTHER ITEMS ARE
RECEIVED BY THE BANK
TO THE EXTENT OF THE FUND
AVAILABLE FOR DEPOSIT.
ANY UNDEPOSITED CASH OR
OTHER ITEMS WILL BE
AVAILABLE FOR REMITTANCE
WITHIN 30 DAYS.

STARBUCKS COFFEE COMPANY
STORE #11649
345 HUDSON ST

JPMORGAN CHASE BANK

11649 1560201022 772170515

2814 77

TranSource

7/1/10

DATE

DEPOSIT TICKET

	DOLLARS	CENTS
CURRENCY	2814	
COIN		44
CHECKS LIST EACH SEPARATELY		
1		
2		
3		
4		
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10		
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12		
13		
14		
15		
16		
17		
18		
19		
20		

DEPOSIT PREPARED BY: *[Signature]*

DEPOSIT VERIFIED BY: *[Signature]*

PRINT NAME: *[Signature]*

DEPOSIT BAG # 121603109

TOTAL 2814 44

PLEASE BE SURE ALL ITEMS ARE PROPERLY ENDORSED.

DEPOSIT TICKET

TO REORDER
CALL 1-888-750-545
AND REFERENCE
ORDER #ZYBY1304

TOTAL
ITEMS 1

CHECKS AND OTHER ITEMS ARE
NOT TO BE DEPOSITED IN THIS BAG.
IF YOU HAVE CHECKS, COIN, OR
OTHER ITEMS, PLEASE DEPOSIT THEM
SEPARATELY. IF YOU HAVE
ANY QUESTIONS, CALL 1-888-750-545.

STARBUCKS COFFEE COMPANY
STORE #11649
345 HUDSON ST
JPMORGAN CHASE BANK

11649 15602010221 778170515